



## **JOB DESCRIPTION**

Title: **GOLF PROFESSIONAL**  
Department: Public Services  
Class Code: 1460  
FLSA Status: Exempt  
Effective Date: October 1, 1991 (Rev. 07/02)  
Grade Number: 24

### **GENERAL PURPOSE**

Under broad supervision from the Public Services Director, provides technical and managerial supervision of the Pro Shop, snack bar, driving range, and cart fleet, while promoting the game of golf by organizing tournaments and providing golf instruction to the general public.

### **EXAMPLES OF DUTIES**

- \*-- Manages the assigned facilities of the Murray Parkway Golf Course while providing and encouraging golf as a leisure activity as well as a group participation sport.
- \*-- Supervises employees; hires and trains employees; schedules, assigns and monitors work; evaluates performance; disciplines employees; prepares and submits time cards.
- \*-- Oversees management of all business transactions, accounting, purchasing, budgeting, inventory of the assigned facilities and effectively maintains public relations by representing Murray City in dealings with golf organizations (U.G.A., P.G.A., N.G.F., U.S.G.A., etc.)
- \*-- Purchases, displays and sells golf equipment, accessories and clothing, purchases food, drinks and supplies for the Snack Bar; retrieve and resell golf balls from the grounds and water holes of the course.
- \*-- Schedules all golf play; tournaments, administrates City sponsored tournament; enforcement of golf rules and regulations; policing of the course to regulate play and conduct of players.
- \*-- Provides, coordinates and instructs golf lesson to the general public using well trained and experienced staff.

- \*-- Collects, organizes and interprets weekly, monthly and annual statistics on golf course revenue and rounds played; establishes and supervises operating policies and procedures for the assigned facilities.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Recreation Administration, Business Administration, Physical Education or other closely related field, and a minimum of two (2) years experience in operating a municipal golf facility; OR an equivalent combination of education and experience; substituting on a year-for-year basis.

### Special Requirements

- Must be a class "A" member of the Professional Golfer's Association of America.
- Must possess a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge in Recreational Management and maintenance.
- Knowledge of U.S.G.A. rules, handicap, course rating system and the mechanics of golf.
- Knowledge of sports merchandising, sales psychology, sports fashion trends and golf equipment trends.
- Ability to coordinate and expedite golf activities, such as tournaments.
- Ability to communicate clearly and concisely with golf course staff and the public; maintain a congenial rapport with all those he/she comes in contact with.

## **TOOLS & EQUIPMENT USED**

- Motor vehicle; phone; copy and fax machine; personal computer including word processing and databases software; cash register; calculator; mobile or portable radio.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.